



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**National Qualification System
ENVIRONMENTAL AND HISTORIC
PRESERVATION (EHP) HISTORIC
PRESERVATION SPECIALIST**

ENVIRONMENTAL AND HISTORIC PRESERVATION (EHP) HISTORIC PRESERVATION SPECIALIST

1. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

1a. Behavior: Identify, collect, and manage data about potential damage to historic properties and support compliance with applicable local, state, tribal, and territorial requirements

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Assess the potential impacts of proposed projects involving identified historic properties: <ul style="list-style-type: none"> ● Publish notices on the process ● Keep complete records of entire process 	E, F, I, J		
2. Consolidate and organize documents, and file them into the Authority Having Jurisdiction (AHJ)-identified historic preservation compliance disaster record: <ul style="list-style-type: none"> ● Complete all historic property documentation such as site forms, maps, drawings, artifact analyses, and consultations in accordance with local, state, tribal, and territorial requirements 	E, F, I, J		
3. Identify damaged historic properties impacted and document them in a preliminary damage assessment: <ul style="list-style-type: none"> ● Document locations of previously identified historic buildings, structures, sites, objects and districts using maps, Geographic Information Systems (GIS) coordinates, etc. ● Assess extent of damage to previously identified and potential historic properties ● Identify technical assistance needed to further assess the extent of damage to historic properties 	E, F, I, J		
4. Support and participate in damage scoping and recovery meetings for damaged historic properties: <ul style="list-style-type: none"> ● Provide technical support for application of local, state, tribal, and territorial historic preservation laws, regulations, and policies ● Describe actions that trigger historic preservation consultations with local, state, tribal, and territorial agencies and other consulting parties ● Present basic requirements and responsibilities of applicable local, state, tribal, and territorial historic preservation compliance requirements laws, and regulations. ● Provide meeting minutes as documentation and as a checklist for follow-up actions 	E, F, I, J		

1b. Behavior: Make compliance determinations for any local, state, tribal, and territorial historic preservation compliance requirements

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5. Carry out consultation, with adequate documentation, per local, state, tribal, and territorial law: <ul style="list-style-type: none"> ● Identify parties with an interest in the proposed project, including other agencies, organizations, and members of the public ● Draft consultation letters to relevant resource agencies, for example: <ul style="list-style-type: none"> ○ Local historic preservation commission ○ State Historic Preservation Officer (SHPO) ○ Tribal Historic Preservation Officer (THPO) ● Document, organize, and file responses to consultation letters ● Deliver scope of work and project location ● Note potential impacts ● Use photos and reference maps 	E, F, I, J		
6. Complete historic preservation reviews to assess the presence of historic properties and potential impact of proposed projects on identified properties: <ul style="list-style-type: none"> ● Identify historic properties within the area of potential effect ● Evaluate historic significance of identified properties ● Assess the effects of proposed local, state, tribal, and territorial proposed project on historic properties ● Convey the results of identification and evaluation and assessment of effective technical reports to authorized organizational personnel 	E, F, I, J		

1c. Behavior: Provide advice about historic preservation compliance considerations to the incident management organization and external stakeholders

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Communicate historic preservation information, data and guidance in a precise and timely manner to help solve problems, answer questions, and inform others: <ul style="list-style-type: none"> ● Respond to inquiries from within the organization and from external stakeholders ● Participate in status updates and leadership meetings ● Inform planning and resource decisions with assessment results ● Provide advice and guidance regarding additional resources to assist impacted communities with implementation of appropriate salvage and stabilization measures of damaged library, archival, and museum collections, and family heirlooms 	E, F, I, J		
8. Ensure that historic preservation review process meets AHJ compliance requirements: <ul style="list-style-type: none"> ● Perform literature review of respected resources to provide a context for the evaluation of cultural resources ● Perform field reconnaissance of damaged area and provide technical information about area of potential effect ● Provide advice on mitigation tactics that help preserve cultural and historic resources 	E, F, I, J		

9. Support the development and delivery of technical assistance for historic preservation compliance considerations: <ul style="list-style-type: none"> ● Develop a historic preservation compliance review checklist for the review team to use in documenting the review process ● Document the review process ● Coordinate and integrate floodplain and environmental reviews 	E, F, I, J		
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1d. Behavior: Synthesize information using computer applications of official record

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10. Integrate historic property data into reports, documents, and other products: <ul style="list-style-type: none"> ● Use local, state, tribal, and territorial systems of record to document all needed elements of the compliance process 	E, F, I, J		